

18 DEC 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)
ATTENTION : Chief, Policy and Plans Group
SUBJECT : Use of CIA Letterhead Stationery

1. Reference is made to your request of 12 December 1975 for the identities of PSI components which have a supply of CIA letterhead stationery and for information concerning the need and purpose of its use.

2. CIA letterhead stationery is needed, stored, and used by the following PSI components:

a. Office of the Chief, DD/PSI

- (1) Used for official correspondence with the FBI concerning matters of security interest, i.e., requests for FBI fingerprint checks.

b. Security Support Division

- (1) Used for official correspondence with the FBI concerning matters of mutual security interest, i.e., impersonation cases, bomb threats, etc.
- (2) Used for official correspondence with Motor Vehicle Departments concerning alias driver's licenses.

c. Clearance Division

- (1) Used for official correspondence with ERDA regarding Q clearances for Agency employees.
- (2) Used to certify security clearances of Agency personnel to other U. S. Government agencies.

(3) Used to request passport checks and checks of military personnel records.

(4) Used for routine correspondence with the White House on matters of mutual security interest, i.e., request for White House badges, listing of Agency couriers who should have access to the White House, etc.

d. Security Analysis Group

(1) Used for official correspondence with the FBI on matters of mutual counter-intelligence interest.

25X1A

e. 

(1) Used to request accreditation of CIA investigators to other U. S. Government agencies for national Agency check purposes.

3. CIA letterhead stationery is maintained at both division and branch levels in Clearance Division and Security Support Division. The White House Liaison Officer of the Clearance Division also maintains a supply of such stationery.

4. Please advise if any additional data are desired.


STATINTL

Acting Deputy Director of Security (PSI)

☐ UNCLASSIFIED

☐ INTERNAL
USE ONLY

☐ CONFIDENTIAL

☐ SECRET

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130025-9

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of CIA Letterhead Stationery

FROM:	25X1A	EXTENSION	NO.
Acting Deputy Director of Security (PSI)		6746	
		DATE	18 DEC 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DDS (P&M) 4E-60

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

BASIC

FORM
3-62

610

USE PREVIOUS
EDITIONS

☐ SECRET

☐ CONFIDENTIAL

☐ INTERNAL
USE ONLY

☐ UNCLASSIFIED

Approved For Release 2000/09/14 : CIA-RDP83B00823R000800130025-9